



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III

Traffic Data Analyst
Bureau of Programming
Office of Planning & Programming
Springfield

Attachments
40946

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager III

Salary Range: \$4,670 - \$8,295

Position Title: Traffic Data Analyst

Union Position: ☒ Yes ☐ No

Position Number: PW413-23-10-402-40-02

IPR#: 40946

Office/Central Bureau/District/Work Address:

Office of Planning & Programming/Bureau of Programming/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is responsible for the review, analysis and reporting of the traffic data used in IDOT publications, web-hosting sites, Internet applications, federal submittals and other external traffic requests. The Traffic Data Analyst provides the department with the information needs for highway project planning, FHWA reporting requirements, safety analysis, and major source for federal funds.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional travel

The following criteria is desired:

- Knowledge, skill, and mental development equivalent to completion of four years of college preferably with major courses in mathematics, geography, engineering, business, accounting or computer science
- Four years' experience in related field or equivalent combination of experience and training
- Strong computer skills with Microsoft (Word, Excel, and Access) and Geographical Information Systems (GIS)
- Ability to analyze federal and state data regulations to comply with reporting requirements
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	March 17, 2016	POSITION:	Traffic Data Analyst
APPROVED BY:	<i>Roger Driskell</i>	OFFICE/DIVISION:	Office of Planning and Programming/Bureau of Programming
CODE:	PW414-23-10-402-40-02	REPORTS TO:	Traffic Data Manager

Position Purpose

This position is responsible for the review, analysis, and reporting of the traffic data used in IDOT publications, web-hosting sites, Internet applications, federal submittals and other external traffic requests. The Traffic Data Analyst provides the department with the information needs for highway project planning, FHWA reporting requirements, safety analysis, and a major source for federal funds.

Dimensions

- 146,000 miles of highway network
- 20,000 Traffic counts annually
- 15 ACCESS databases maintained
- 10 web-hosting/Internet applications

Nature and Scope

This position reports to the Traffic Data Manager. There are no subordinates that report to this position.

Under the general guidance of the Traffic Data Manager, the incumbent is responsible for the review and analysis of the traffic data prior to its use in multiple web sites, internet applications and traffic publications. The incumbent reviews the traffic data entered into the Illinois Highway Information System (IHIS) using GIS (Geographic Information System), ACCESS, and QL queries to ensure accuracy, timeliness, and completeness of the data.

The incumbent is responsible for developing procedures for the processing and analyzing of the traffic data, training of central and district office staff in these procedures, and the coordination of the GIS activities relating to the review of the traffic data. The incumbent maintains several Microsoft ACCESS databases for the processing of the short term traffic counts, and the editing and processing of the continuous count data that is retrieved from the permanent Automated Traffic Recorders (ATR). This position is responsible for the distribution of traffic data by generating electronic versions of the travel publications for the Internet, answering public calls and IDOT webmail about traffic data.

The greatest challenge of this position is to ensure accurate and complete traffic data for use as AADT (Annual Average Daily Traffic), VMT (Vehicle Miles Traveled), truck classification, and providing that information to users in the Department and the general public. The incumbent must solicit cooperation with district staff to maintain adherence to traffic collection policies and procedures. Typical problems are responding quickly and accurately to requests for VMT and AADT information, assuring compliance to FHWA guidelines for traffic reporting, and providing sufficient technical support to the Districts for the use of ACCESS databases and GIS applications.

The incumbent updates raw traffic data provided by consultants or District traffic staff that comes from portable, permanent, or video traffic equipment to several web-hosting sites depending on the equipment type.

This incumbent personally responds to requests for VMT and ADT information and generates the annual traffic publications, along with the traffic data required for the Highway Performance Monitoring System (HPMS).

This position exercises latitude in accomplishing assigned responsibilities. Unique problems are referred to his/her supervisor. The incumbent is constrained by federal and departmental policies and procedures.

S/he has very frequent contact with district planning personnel in coordinating the traffic program as well as resolving data deficiencies. Occasional travel may be required to conduct instructional sessions with district staff. The incumbent will be in frequent contact with other technical staff from within his/her unit, the Bureaus of information Processing, Materials and Physical research, Safety Engineering, Design and Environment, Operations, Traffic Safety, University professors, and consultants in the course of his/her work activities. This position performs liaison with the Federal Highway Administration (FHWA) to ensure accurate data reporting and compliance to national standards, which results in a large source of federal funds based on the traffic data.

The effectiveness of this position is measured by the accuracy and timeliness of the statewide traffic counting and truck classification programs and the distribution of traffic data to the department users, FHWA, and the general public.

Principal Accountabilities

1. Accountable for the review, analysis, and reporting of the traffic count information to improve the accuracy and completeness of the traffic data reported.
2. Respond quickly and accurately to requests for Vehicle Miles Traveled (VMT) and Annual Average Daily Traffic (AADT) information, along with producing the "Illinois Travel Statistics", "Illinois Highway Statistics Sheet", and "National Highway System Statistics Sheet".
3. Develop and maintain Microsoft ACCESS databases for the processing and editing of the short-term traffic data and the continuous traffic data from the ATR locations.
4. Upload traffic data in a timely manner to multiple web-hosting sites for use by IDOT staff and the general public.
5. Provide consistent and complete support for the Districts regarding procedures, technology, and tools (GIS, ACCESS) used in the implementation of the traffic program.
6. Maintain written documentation of the traffic processes used in the implementation of the Illinois Traffic Monitoring Guide.
7. Maintains a professional relationship with other sections within the department and with FHWA to effectively coordinate and satisfy the traffic data requirements.
8. Performs other duties as required or assigned.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.